



# How to book a remote invigilation exam

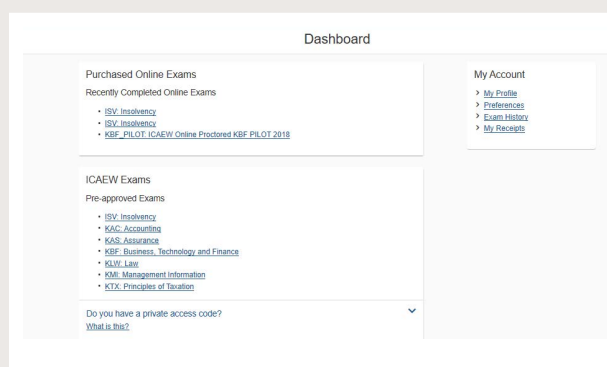
This guide will take you through the process of how to book an ICAEW CFAB or ACA Certificate Level exam, via OnVue remote invigilation. This will enable you to sit an exam at home while being continuously monitored by an offsite invigilator.

Before booking please ensure that your system meets the minimum technical requirements. You can find out more on the technical specifications [here](#). We also advise all students in a training agreement, to check with their employer before booking an exam, in case they have particular policies and approaches already in place, and to agree the timing of the exam.

1

To book an ICAEW CFAB or ACA Certificate Level exam, go to [access.icaew.com/pearsonvue](https://access.icaew.com/pearsonvue) and log in using your ICAEW log in details.

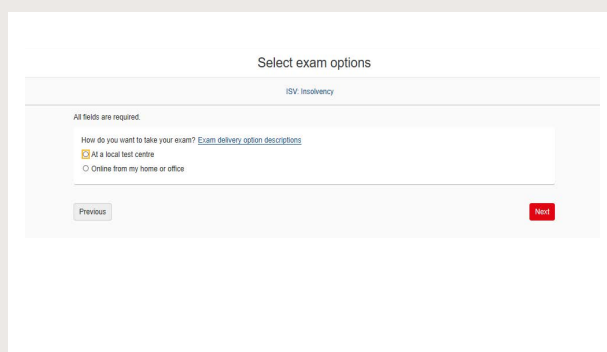
You will be shown a list of all the exams you are eligible to sit. Select the exam you wish to sit by clicking on the name of the exam.



2

You will now be asked if you would like to sit your exam at a test centre or via remote invigilation.

To sit your exam via remote invigilation, you should select 'online from my home or office' and then click 'Next'.



3

You will then be asked to check that the computer and internet connection you plan to use on the day of your exam meets the minimum technical requirements.

You can complete this before or after you have finished booking your exam. To proceed with the booking process, click 'Next'.

Select exam options

ISV: Insolvency

All fields are required.

How do you want to take your exam? [Exam delivery option descriptions](#)

At a local test centre

Online from my home or office

We need to verify that the computer and internet connection you plan to use on exam day meet the [minimum requirements](#) for online testing. It'll just take 5 minutes to run and you can do so after you've completed scheduling.

**NOTE:** We strongly recommend using a personal computer (not issued from your employer) and a wired, Ethernet connection. The two most frequent causes of technical issues with online proctored exams are testing on (1) a work computer and (2) an unreliable Internet connection. Firewalls or security settings from work computers may restrict the software from operating properly. Unreliable internet connections (wireless network, VPN, mobile hotspot) may lead to being disconnected.

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You will now be presented with Pearson VUE's remote invigilation exam policies. Please review these carefully and confirm that you agree by ticking each section.

Select 'Next' to continue with your booking.

Agree to online exam policies

KAC: Accounting

To take this exam in an online environment, please agree to the following terms and conditions.

By accessing this website and ticking the box you indicate your acceptance of Pearson VUE's, a business of NCS Pearson, Inc., Privacy and Cookies Policy ("Privacy Policy"), Terms and Conditions and use of cookies to support your experience. You also understand, acknowledge and agree that the testing programme sponsor has its own, possibly different, privacy policy.

By providing your personal information, as stated in this [Privacy Policy](#), for the purpose of registering for a licensure, certification or academic admission test, including the administration of such test, you acknowledge, agree and consent to the video and audio recording of your face image, voice, desk and workspace for the purposes of test quality, security and the integrity of the testing process, and you consent to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE's hub server, located in the USA, as the data processor, its authorized third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing program sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data as located outside of the European Union and the European Economic Area; however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing program sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

If you choose to take the test through our online proctoring function, which is not mandatory in the event that there are other ways of taking the test as determined by the testing programme sponsor, you will be monitored during the testing session in real time so that your face, voice, desk and workspace will be captured and possibly recorded during the testing session. You understand, acknowledge and agree that you have no right to privacy at your current location during the exam testing session and you explicitly waive any and all claims asserting a right to individual privacy or other similar claims. By accessing this website and ticking this box you signify your acknowledgement and agreement that any inappropriate or wrongful conduct, as determined in Pearson VUE's or the test proctor's sole discretion, witnessed while monitoring your testing session at your current location will be reported by Pearson VUE to the testing programme sponsor and may also be reported to the appropriate governmental authorities, including, but not limited to, any law enforcement officials.

By accessing this website and ticking this box you signify that you understand, acknowledge and agree that if any third party is: 1) detected as being present in your physical location, whether visible or not; or 2) overheard in any manner, whether physically detected through movement and making of noise or through keywords irrespective of whether they are in your current location or not during your testing session, the test will be terminated and you will not receive any score or in the event you've completed the test and received a score your score may be invalidated or revoked. Further, you understand, acknowledge and agree that if your testing session is terminated for this or any other reason you will not receive a test fee refund, credit or voucher.

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You will now be presented with a summary of the exam(s) you have chosen to sit for you to review. If everything is correct, select 'Next' to continue with your booking.

Exam details

KAC: Accounting

[View My Authorization Information](#)

Exam:  
KAC: Accounting  
[View Testing Policies](#)

Price\*

Language:  
English

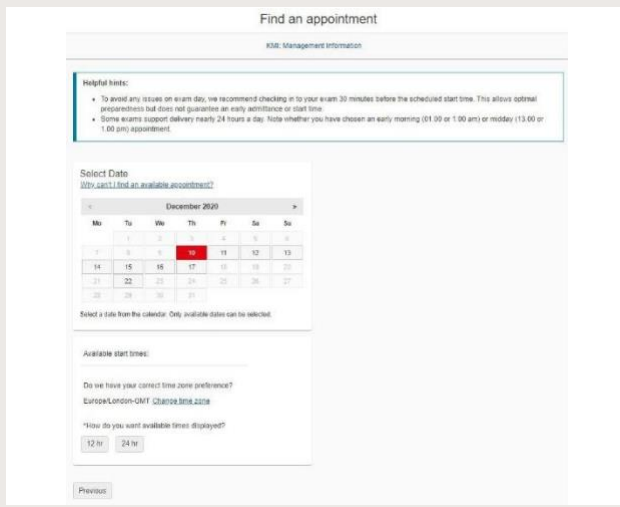
\*Prices listed are based on today's rates and do not include local taxes, which may be applicable.

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**6** You will now be presented with the available dates that you can sit your exam. Select your preferred exam date.

Please ensure that you check that the times displayed are listed in the correct time zone, then select how you would like the available times to be displayed.

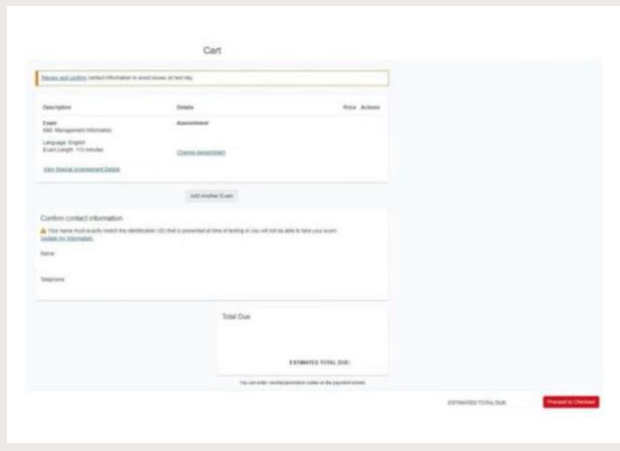
You can then select the time you would like to sit your exam by clicking on it.



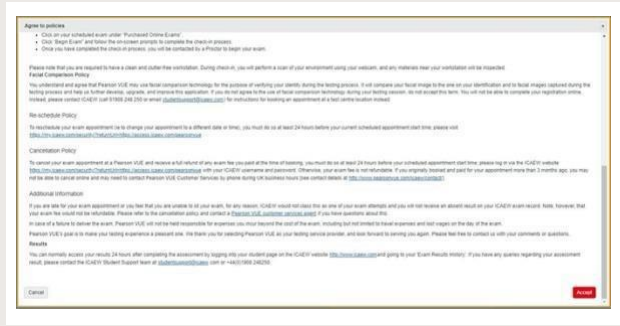
**7** You will then be presented with an order summary, listing your exam details including your exam check-in time. Please carefully review this to ensure all details are correct.

You will also be asked to confirm your contact information. It is important that this is correct as the invigilator may need to call you if there is an issue on the day.

Once you are sure that the contact information provided is correct, you can select 'Proceed to Checkout'.



**8** You will now be presented with OnVUE Testing Policies. Please review these carefully and confirm that you agree by clicking 'Accept'.



9

You will now be asked to complete your payment details. Once you have entered these, click 'Next' to continue.

If you have received a voucher or promotional code, select 'Add Voucher or Promo Code', input the code in the box provided and click 'Apply'. Then select 'Next'.

Enter payment and billing

Order Total  
Subtotal  
Estimated Tax  
ESTIMATED TOTAL DUE  
Add Voucher or Promo Code (Click to Expand)  
Voucher/Promotion Code  
Apply

Required information is marked with an asterisk (\*)

Card Details  
We accept the following cards:  
Visa, Mastercard, American Express

\*Card Type:  
Select one...

Next

10

You will now be shown a summary of your payment. If this is correct, you can select 'Next'.

Enter payment and billing

Order Total  
Subtotal  
Estimated Tax  
Voucher  
ESTIMATED TOTAL DUE

Review

Required information is marked with an asterisk (\*)

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You will now see a summary of your booking. Review the details and click on 'Submit Order' to complete your booking.

Once you have submitted your order you will receive an email confirming your booking.

You can view or cancel your exam booking online up to 24 hours before you are due to sit. We have created a **guide** to assist you through this process.

Almost there...

Description	Details	Price
Exam	Appointment	
Exam Management Information		
Language: English		
Exam Length: 90 minutes		

Exams for

Order Total
Subtotal
Tax
Voucher
TOTAL DUE

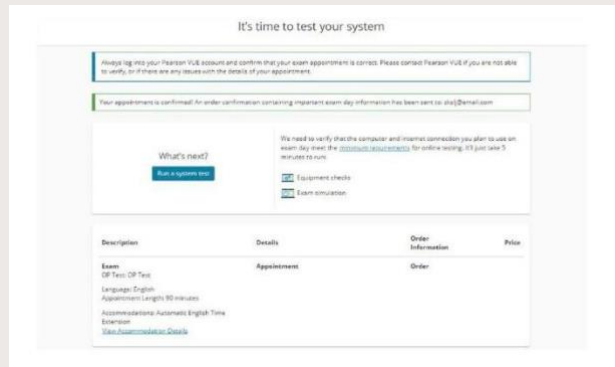
Previous Cancel Order

TOTAL DUE Submit Order

12

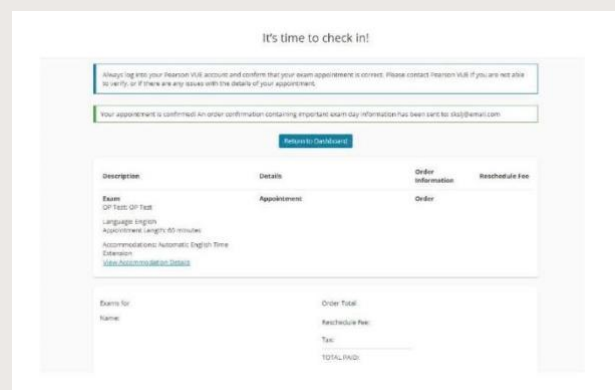
Once your order is confirmed, you will be invited to run a **system test** in order to verify that the computer and internet connection you plan to use on your exam day meet the **minimum requirements**.

Please ensure that you complete this ahead of your exam.



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On the day of your exam you should log in to your exam at the check in time listed on your booking confirmation email. This will be 30 minutes before your exam start time. We recommend you use this time to complete the required administrative processes.



### HAVE A QUESTION?

You can call, email us or ask a question at [icaew.com/webchat](https://www.icaew.com/webchat). There are also live help boxes throughout our website to answer your queries.

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